

BOARD MEETING FEEDBACK

Company Name: _____ Date: _____ Mentor: _____

Section	Comments
<p>Setting the Stage:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Meeting details were effectively communicated to guests well in advance <input type="checkbox"/> Guests received a copy of the business plan and meeting agenda <input type="checkbox"/> Guests were professionally greeted <input type="checkbox"/> All documents professionally prepared and presented <input type="checkbox"/> All company members are dressed professionally 	
<p>Call to Order:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Chairperson (President) calls the meeting to order on time <input type="checkbox"/> Guests are welcomed and introduced <input type="checkbox"/> Team members individually introduce themselves and identify their roles within the company 	
<p>Adoption of the Agenda</p> <ul style="list-style-type: none"> <input type="checkbox"/> An opportunity to amend the agenda is provided <input type="checkbox"/> Motion to adopt the agenda is made, seconded, voted upon and carried 	
<p>President's Report: The President provides a general overview of the company – such as highlighting the company product, mission statements, goals, management team, etc.</p> <ul style="list-style-type: none"> <input type="checkbox"/> President confidently and professionally presents the report and answers questions <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> President lacks confidence and/or professionalism in the presentation or in answering questions <ul style="list-style-type: none"> <input type="checkbox"/> President provides a thorough and acceptable report, covering all pertinent information <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> President's report is lacking in information and leaves many questions unanswered <ul style="list-style-type: none"> <input type="checkbox"/> Motion to adopt the report made, seconded, carried 	
<p>Production Report: The Vice President of Production discusses plans for production, including but not limited to: goals, equipment/materials needed, organization of production, wholesale/retail suppliers, labels, quality control, potential problems, costs of production, tracking of inventory, and market demand</p> <ul style="list-style-type: none"> <input type="checkbox"/> Speaker confidently and professionally presents the report and answers questions <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Speaker lacks confidence and/or professionalism in the presentation or in answering questions <ul style="list-style-type: none"> <input type="checkbox"/> Speaker provides a thorough and acceptable report, covering all pertinent information <p>OR</p> <ul style="list-style-type: none"> <input type="checkbox"/> Speaker's report is lacking in information and leaves many questions unanswered <ul style="list-style-type: none"> <input type="checkbox"/> Motion to adopt the report made, seconded, carried 	

Finance Report:

The Vice President of Finance provides financial details including but not limited to: start-up costs, current balance sheet, projected income statement, proposed accounting method, and charities (if any) that will be supported by the company.

- ☐ Speaker confidently and professionally presents the report and answers questions

OR

- ☐ Speaker lacks confidence and/or professionalism in the presentation or in answering questions

- ☐ Speaker provides a thorough and acceptable report, covering all pertinent information

OR

- ☐ Speaker's report is lacking in information and leaves many questions unanswered

- ☐ Motion to adopt the report made, seconded, carried

Marketing Report:

The Vice President of Marketing provides a thorough overview of the marketing plan and should include information such as: target market, marketing strategies, competition, marketing advantage, cost of marketing, market research

- ☐ Speaker confidently and professionally presents the report and answers questions

OR

- ☐ Speaker lacks confidence and/or professionalism in the presentation or in answering questions

- ☐ Speaker provides a thorough and acceptable report, covering all pertinent information

OR

- ☐ Speaker's report is lacking in information and leaves many questions unanswered

- ☐ Motion to adopt the report made, seconded, carried

Sales Report:

The Vice President of Sales provides a thorough overview of the sales plan and should include information such as: selling price, sales schedule, sales goals, sales forecast

- ☐ Speaker confidently and professionally presents the report and answers questions

OR

- ☐ Speaker lacks confidence and/or professionalism in the presentation or in answering questions

- ☐ Speaker provides a thorough and acceptable report, covering all pertinent information

OR

- ☐ Speaker's report is lacking in information and leaves many questions unanswered

- ☐ Motion to adopt the report made, seconded, carried

Human Resources Report:

The Vice President of Human Resources presents the human resources management plan and touches upon the following: # of shareholders, compensation plan, allocation of duties/responsibilities, skill sets required, training plan, other pertinent information.

- ☐ Speaker confidently and professionally presents the report and answers questions

OR

- ☐ Speaker lacks confidence and/or professionalism in the presentation or in answering questions

- ☐ Speaker provides a thorough and acceptable report, covering all pertinent information

OR

- ☐ Speaker's report is lacking in information and leaves many questions unanswered

- ☐ Motion to adopt the report made, seconded, carried

Environment, Health, and Safety Report:

The Vice President of Environment, Health, and Safety outlines the companies plan to ensure a safe and healthy environment for all and the consideration to health and safety concerns related to production of the product.

- ☐ Speaker confidently and professionally presents the report and answers questions

OR

- ☐ Speaker lacks confidence and/or professionalism in the presentation or in answering questions

- ☐ Speaker provides a thorough and acceptable report, covering all pertinent information

OR

- ☐ Speaker's report is lacking in information and leaves many questions unanswered

- ☐ Motion to adopt the report made, seconded, carried

Question Period:

Floor is opened to guests to ask questions of the company members

- ☐ Questions are confidently and professionally answered
- ☐ More than one person answers company questions
- ☐ Answers do not contradict the business plan

Concluding the Meeting:

- ☐ New business (if pertinent) is accommodated
- ☐ Advisers and guests are thanked for attending
- ☐ Adjournment of Meeting is done in a professional manner
- ☐ ALL team members actively participated in the meeting, remained focused and interested, and contributed positively for the meeting outcome

OR

- ☐ NOT ALL team members actively participated in the meeting, remained focused/interested, or contributed positively to the outcome

General Comments/Suggestions: